

Submittal Checklist



Engineering and Development Services 14455 W. Van Buren St, Bldg. D, Goodyear, AZ 85338 (623) 932-3004, Opt .2

Signage - Permanent

This checklist has been provided to assist the applicant in assembling documentation needed for a complete submittal. All plans shall be clear and readable, drawn to scale (1/4" per Ft preferred), landscape orientation, and on appropriate size paper as indicated below. Only complete submittals will be accepted for plan review. Please contact Engineering and Development Services with questions regarding the required materials.

- Completed Building Permit Application – Digital signatures will not be accepted
- Two (Separated) copies of detailed plans (Minimum 8 ½X11", maximum 24"X36") including:
 - Written authorization from landlord, property owner, or property association

Wall Signs:

- Color elevation of tenant space with frontage dimensions
- Sign dimensions:
 - Total height and width
 - Height of each line of text
 - Total square footage
- Sign attachment details
- Electrical plans (If applicable)

Monument or freestanding signs:

- Site plan (Minimum 11"X17") including:
 - Location of sign(s)
 - Location of fire hydrants in relation to signage (Minimum 7' clearance)
 - Setback to property line(s) and PUE
- Color elevation of sign including:
 - Total height (Top of structure and copy) and width
 - Height of each line of text or tenant panel
 - Total area square footage
- Sign attachment details
- Electrical plans (If applicable)

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- Structural Engineering and details (Required when structure is over 6' in height)
- Other: _____
- Completed Application Checklist (This form)
- Fees: \$100.00